

HOPWA FY 2024 Request for Applications (RFA) Webinar

Presented By:

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OVERVIEW

RFA Summarized

- Purpose of HOPWA
- IHEDA Goals
- Required Scope of Services

RFA Eligibility Requirements

HOPWA FY 2024 RFA Components

Timeline

Relevant Information and Reminders

Questions

SNAPSHOT OF HOPWA PROGRAM:

Established thanks to the AIDS Housing Opportunity Act of 1992 and administered by U.S. Department of Housing and Urban Development.

Only federal program dedicated to the housing needs of low-income people living with HIV/AIDS and their families.

Primarily rental and utility assistance, but also connects clients to federal, state, and local resources.

IHCDA GOALS FOR HOPWA:

Fund housing and health resources to support those living with HIV and their loved ones

Successfully ensure Project Sponsors can spend all HOPWA funds

Maintain compliance with HUD regulations on spending and program operations and development

REQUIRED SCOPE OF SERVICES:

See pages 4 and 5 of RFA for more information

Program Management and Service Delivery

- Enter client-level data on HMIS, or in the case of clients who are survivors of domestic violence, DV ClientTrack.
- Comply with annual FMR and rent reasonableness requirements, property inspection requirements, lead-based paint requirements, etc.
- Consistent internal policies that protect client-level personal/health status information and ensure protections against discrimination according to Federal and State law.

Grants Administration

- Communicate consistently with IHEDA Staff
- Meet relevant reporting deadlines
- Submit claims in a timely manner

FY 2024 RFA Details

RFA QUALIFYING CRITERIA:

A private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c)(3) of the Internal Revenue Code).

An organization that does not have any unresolved findings from IHCD or HUD.

An organization's staff or Board members attended Regional Planning Council on the Homeless meetings in the 2023 calendar year.

An organization that has a Care Coordination designation from the Indiana State Department of Health.

An organization that will have a Certificate of Consistency with the State of Indiana Consolidation Plan for the areas that its program will cover.

An organization that has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.

RFA COMPONENTS:

RFA Application via Survey Monkey

- Link: <https://www.surveymonkey.com/r/SKD66WZ>

Required Supplemental Attachments

- Attach all documents in your RFA Application linked above

RFA Workbook sent to IHEDA Community Services Team

- communityservices@ihcda.in.gov

RFA APPLICATION

Application Table of Contents

- Introduction
- Threshold Requirement Questions
- Experience
- Staff and Board of Directors
- Financial Information
- HOPWA FY 2024 Line-Item Budget
- Attachments (i.e. Required Supplemental Attachments)
- Certification and Signature

RFA APPLICATION – Threshold Requirement

Multiple yes/no questions

See eligibility requirements on page 6 of RFA, or the “RFA Eligibility Requirements” slide of this presentation

Even if you answer yes to all questions on the application, we will look through documentation to verify.

RFA APPLICATION – Threshold Requirements:

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RFA APPLICATION – Experience

Summary of Essay Questions:

- Please provide a brief description of your organization's mission and services.
- What is your organization's experience in administering HOPWA funds?
- Discuss your experience with HMIS.
- What partnerships or relationships does your organization have with Permanent Supportive Housing (PSH) programs in your HOPWA area (s)? If there is no MOU for each HOPWA region that your program covers, please explain below.
- What considerations does/will your organization provide for unprotected classes of individuals including but not limited to the LGBT community?
- What measures does your organization have in place to serve clients with limited English proficiency?
- How does your organization implement low-barrier, Housing First approaches in administering HOPWA assistance?

RFA APPLICATION – Staff and Board of Directors

Straightforward multiple choice and short answer questions

Mostly revolve around nature of board composition and knowledge expertise.

Identifying information to be provided as part of Required Supplemental Attachments

RFA APPLICATION – Financial Information

Mixture of multiple choice and short answer

- General questions about accounting, auditing, organizational procedure regarding the management of federal funds

RFA APPLICATION – FY 2024 Line-Item Budget

Provide grand total of amount requested for FY 2024

- Provide answer in decimal format (i.e. 1.00 or 35000.44)

Your line-item budget will be submitted through your RFA Workbook via Email to communityservices@ihcda.in.gov

RFA REQUIRED SUPPLEMENTAL ATTACHMENTS

Proof of 501(c)(3) non-profit organization (defined as tax exempt secular or religious organization described in Section 501© of the Internal Revenue Code) status

Updated UEI Number from SAM.gov

Award letter or agreement showing that the agency is a care coordination site with IDOH (Indiana Department of Health)

Signed Certificate of Attendance at Regional Planning Council on Homelessness within the last 12 months. Link to IHEDA Form can be accessed [here](#).



RFA REQUIRED SUPPLEMENTAL ATTACHMENTS

Financial management policies and procedures, including claims submission process.

Confidentiality policy and procedures

Updated Certificate of completion from HUD Exchange's HOPWA Financial Management Module:
[HUD Exchange Learn - HUD Exchange](#)

List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.

Staffing/organization chart of HOPWA staff, including FTE employees

Current Policy by which HOPWA clients are selected and approved, without documentation for current HOPWA recipients.



RFA REQUIRED SUPPLEMENTAL ATTACHMENTS

Blank Housing Plan or Outline

Tracking Sheet of 75% served at or below 50% AMI

One MOU with a PSH in the area of each Region that your organization covers (if PSH is available in the area)

Grievance/dispute policy

Termination of HOPWA Assistance Policy

RFA WORKBOOK

Four tabs total

Proposed FY 2024 Line-Item Budget (1 tab)

- Be mindful of percentage requirements highlighted in RFA!

Answers to Questions on Service Provision and Impact (3 tabs)

Relevant Information, Reminders, and Timeline

RFA TIMELINE:

Monday June 24 - Completed RFA Application, Attachments and Workbook is due at 5pm EST.

June 26, 2024 – Funding Decision will be sent by 5pm EST

June 28, 2024 – Contract details finalized

July 1, 2024 – Contract Start Date

EVALUATION CRITERIA OF RFA RESPONSE:

Combination of factors inform our funding decisions, including but not limited to:

- IHCD's Capacity to meet request
- Successfully meeting eligibility requirements
- Spending progress in previous fiscal years
- Service provision
- Quality of application submission as defined on page 6 of RFA

IMPORTANT REMINDERS:

Only complete applications will be considered.

- A Complete RFA Application:
 - RFA Application
 - RFA Workbook
 - Required Supplemental Attachments

Late submissions will not be accepted unless approval was granted beforehand.

GENERAL ADVICE:

Start early!

- Gather all supplemental documentation for your application submission.
- Make sure you're prepared to answer essay questions in the RFA Application.

Double-check that your submission of the RFA Application and Workbook is complete before submission.

Start on RFA Workbook first, then go to application.

When in doubt – ask us! We may be able to help.

CONTACT INFORMATION

- Community Services Team Email: communityservices@ihcda.in.gov
- Community Services Grants Team:
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QUESTIONS?